



K'omoks First Nation

3330 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053

EMPLOYMENT OPPORTUNITY

Social Development Coordinator

Deadline is November 4, 2016 at 12:00 p.m.

Position Title: Social Development Coordinator
Status Of Employment: Permanent Part-time position
Reports to: Band Administrator

Under the direction of the Band Administrator, the part-time Social Development Coordinator is responsible for Social Development programs including but not limited to the income assistance program, the provision of family support and counselling, and the assisted living program (homemaker services). The Social Development Coordinator will work in a team-environment in the development and implementation of social programming for Elders and Adults, and employment programming and support for unemployed adults. He/she will establish and maintain sound working relationships with K'omoks First Nation staff and representatives of other departments and agencies:

Key Responsibilities: Working under the supervision of the Band Administrator, the Social Development Coordinator will:

- Coordinate and administer the income assistance program as set out in the Social Development Policy manual;
- Ensure the Income Assistance cheque requisitions are processed and in a timely manner and payments are correct according to the Policy rates for Basic Support, Shelter and Special Needs.
- Determine eligibility and needs and provide resources for applicants
- Interpret and implement the INAC Social Development Policy and Procedures to provide clients with a better understanding of the purposes, services and requirements of the Social Development program and to make appropriate referrals for counseling for addictions, family violence and mental health whenever required.
- Ensure the Income Assistance Report and Assisted Living report is submitted on time to the Indigenous and Northern Affairs Canada (INAC)
- Administer the Assisted Living Program and supervision of the home support care and services provided to clients based on financial need.
- Provide referrals for family support and counselling services for individuals, children, youth and families where required and appropriate.
- Develop and oversee elder program

- Build relationships and partnerships with employment agencies
 - Maintain a confidential file on each applicant that will include application, case notes, identification and all required documentation in order for the file to be complete. Files must include records of disbursements of funds, amounts and purpose.
 - Ensure all annual reviews are completed as required
 - Provide a referral, when required, to the local Employment and Training agencies. All eligible clients will have the required referral documentation on file.
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- Maintain professional growth and development by participating in approved conferences and training opportunities when relevant to job duties and function.
 - Perform home visit occasionally where required.
 - Perform other related duties as required

Qualifications:

- Post Secondary training in the field of Social Work: a minimum of a Diploma or a combination of experience and training
- A minimum of 2 years experience with INAC budgets and Social Development policies and procedures manual
- Experience in maintaining a confidential filing and case management system
- Demonstrated strong oral and written communication skills
- Able to work with minimal supervision and as a team
- Demonstrated cultural competencies and ability to work with Elders and community members
- Proven experience in providing support to
- Proficient in Work, Outlook, Excel

Wage is depending on experience. Interested applicants must clearly demonstrate how they meet the qualifications. Submit resume and cover letter outlining wage expectations to: Marcia Dawson, Band Administrator at marcia.dawson@komoks.ca or drop off resume to front desk at 3330 Comox Road, Courtenay. Three (3) work related references from direct and current supervisors are required. We that all interested applicants however we will contact only those selected for an interview Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Deadline: November 4, 2016 at 12:00 p.m

Interview: November 15, 2016